



Forest  
Service

Washington  
Office

1400 Independence Avenue, SW  
Washington, DC 20250

File Code: 6300  
Route To: (5100)

Date: August 14, 2008

Subject: Implementation Team for the Virtual Incident Procurement (VIPR) System

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy  
Chiefs

**REPLY DUE AUGUST 29, 2008**

The Virtual Incident Procurement System is scheduled to deploy in November (see previous 6300/5100 memos dated Feb 25 and July 15). Confirming recent discussions with your AQM Directors, we are forming an Implementation Team of WO and Regional AQM personnel to assist in the successful implementation of VIPR. Participant's commitment will be through March 2009, when training and deployment are expected to be complete.

The Regional Implementation Coordinator will be responsible to the Regional AQM Director for implementation of VIPR in accordance with the national strategy. Partnering with another region to share a coordinator is an option, and you might also consider someone outside of the regional office, depending on your circumstances. However, it is critical that your representative be empowered to act for the region in carrying out their duties.

Given the importance of this effort, it is vital that the Implementation Coordinator have skills in leadership, communication, planning and organization. Incident procurement experience, while valuable, is not necessary. The Implementation Coordinator will develop a network within your region(s) to organize and communicate information and activities among all those affected by VIPR deployment.

You are requested to submit your nominations by the specified due date, including a brief justification of how your nominee is suited for and can fulfill this role. Regional AQM and Equipment Liaisons will continue to serve as subject matter experts and will be involved in regular communications regarding VIPR to learn the system and train others at the appropriate times. Your VIPR Implementation Coordinator will regularly interface with these liaisons.

Any questions position should be directed to Ronald Wester, Assistant Director, AQM. Please submit your nomination for an Implementation Coordinator to Ronald Wester/WO/USDAFS by August 29.

/s/ Ronald E. Hooper  
RONALD E. HOOPER  
Director, Acquisition Management

cc: pdl wo ops aqm directors, pdl wo spf fam regional fire directors, Ronald Wester, Susan A Prentiss, Mary A Szymoniak, pdl wo ops aqm eatiss vipr liaisons, Barbara Loving



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